



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 25, 2014

Brenda Anderson
200 Liberty
Montour, Iowa 50173

Dear Brenda,

I appreciate your working with me to complete the spot check. Here is the website to check out pac'n'plays that have been recalled to ensure you do not have one that is unsafe-<http://www.cpsc.gov/>

Here is the department's site for training information. This site has approved trainings listed.http://www.dhs.iowa.gov/Consumers/Child_Care/Professional_Development.html

When you read this letter it may seem a bit overwhelming. I would suggest you sit down, take a deep breath and remember you have 45 days to get these items into compliance.

This letter is in regards to the June 24, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Reason determined out of compliance: During the compliance spot check you were determined to be out of compliance on a number of issues. Several of these issues were related to safety of the children in your care and need immediate correcting. These included having hazardous cleaning supplies in the bathroom area accessible to a child, an outlet near the back door which did not have a faceplate on it, the clutter in your "blue room" used for tornado shelter and in your bedroom, and the hazards present in the outdoor play area including the riding lawn mower, the sprayer, the tools such as a shovel, rake, etc. in the play area, the cement slab near the play area that has the pallets stacked and a gas can and lawn mower.

How to correct: You removed the tools/implements from the play area when we toured the outdoor play area. You removed many of the hazardous items in the bathroom once this was brought to your attention. The hazardous materials in the bathroom need to be removed and placed in an area that is not accessible to a child. The shelves next to the toilet need to be cleared of all hazardous materials. You need to put a faceplate on the outlet next to the backdoor. These items need to be corrected right away and you need to call me at 319/892-6803 to verify this has been done no later than Monday June 30, 2014.

We signed an agreement you will not use the outdoor play area on the east side of your home until it has been cleared of all hazardous materials such as the machinery, gas can, sticks, wood pallets. You will not be able to resume using this area until DHS has

had a visit and determined this area to be safe and hazard free. You also agreed to reduce the clutter in both the “Blue room” and your bedroom by July 14, 2014. All other items found to be out of compliance need to be corrected and brought into compliance by within 45 days.

☐ 110.5(1) b- All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

Reason determined out of compliance: I observed cleaning supplies that were hazardous (contain messages that they were poisonous or that you are to keep out of the reach of children) in the bathroom next to the toilet. These were easily accessible to a child.

How to correct: You removed many of the cans/bottles in this area when I pointed this out to you. Do a thorough check of the bathroom to remove all products in there that have a warning about keeping out of the reach of children or that they are hazardous.

☐ 110.5(1) c- First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

☐ 110.5(1) c- The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Reason determined out of compliance: You showed me the first-aid supplies you have, which consisted of a few Band-Aids. This is not sufficient to treat a minor injury or trauma.

How to correct: You need to obtain the required items listed on the enclosed sheet. Child Care Resource and Referral have first-aid kits for providers that have the required items in them so you may want to contact them for assistance.

☐ 110.5(1) h- A safe outdoor play area is maintained in good condition throughout the year.

☐ 110.5(1) h- Is kept free from litter, rubbish and flammable materials.

Reason determined out of compliance: I observed a number of hazardous items in or around the outdoor play area on the east side of your home. Items included the riding lawn mower, the sprayer, the tools such as a shovel, rake, etc. in the play area, the cement slab near the play area that has the pallets stacked and a gas can and lawn mower and a number of large sticks in the play area.

How to correct: Per the Corrective Action Plan you signed you cannot use this play area for your child care until it has been cleared of these hazards and been inspected by DHS.

☐ 110.5(1) k- Fire and tornado drills are practiced monthly and documentation kept.

Reason determined out of compliance: You did not have any documentation you have done these drills since February of 2014.

How to correct: You need to practice fire and tornado drills monthly and document the dates/times on the for you have for this.

☐ 110.5(1) n- Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Reason determined out of compliance: You did not have any record you have tested the smoke detector batteries since February of 2014.

How to correct: You need to check the batteries in your smoke detectors monthly and record the dates on the form you have for this.

☐ 110.5(1) q- All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Reason determined out of compliance: You did not have any verification in your pet files regarding their being free of endo and ecto parasites.

How to correct: You can have your veterinarian complete and sign the Pet Health Certificate I gave you to meet this requirement.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a- A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Reason determined out of compliance: I did not find a current physical for you or Tom in your file.

How to correct: Get a copy of a physical for both of you dated within the past 2 years. If you need to do a new one use the form I left with you for the doctor to complete and sign. Once you use this form for a physical you can then only need a physical every 3 years.

☐ 110.5(8) Children's Files

☐ 110.5(8) - An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8) a- Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

Need for S. Have the parent complete the child intake sheet.

☐ 110.5(8) b- Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name, address, telephone number, and relationship to the child of another adult available in case of emergency.

Need for S. Have the parent complete the child intake sheet.

☐ 110.5(8) c- A signed medical consent from the parent authorizing emergency treatment.

Need for S. Have the parent complete the child intake sheet.

☐ 110.5(8) d- For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

I did not find this information in the files for Br, S, Ja.

Whenever a child starts in your care make sure you get a physical dated within the past 12 months for their file and always retain this in their file. You should get a health history and make sure the parents give you information about any special conditions or

allergies.

☐ 110.5(8) e- For infants and preschoolers: A statement of health signed by a physician submitted annually.

Need for Br and S. Physical for Ba is more than 1 year old.

☐ 110.5(9) c- Gives consistent, dependable care.

Reason determined out of compliance: Due to the number of issues with safety outlined in this letter you are determined to be out of compliance for providing consistent, dependable care.

How to correct: Correct all items determined to be out compliance in this letter and maintain that compliance going forward.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319/892-6803 or toll free 800/534-3112 if you have any questions regarding this letter.

Sincerely,

Dale Garlinghouse
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at Denise Rhoades 319/321-2725.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).